



# AGR VACANCY ANNOUNCEMENT



<b>HUMAN RESOURCES OFFICE</b> <b>COLORADO NATIONAL GUARD</b> <b>6848 S REVERE PARKWAY</b> <b>ENGLEWOOD, CO 80112</b>		<b>ANNOUNCEMENT NUMBER:</b>  12-06	
		<b>OPENING DATE:</b>  26 Oct 2011	<b>CLOSING DATE:</b>  16 Nov 2011
<b>POSITION TITLE, AFSC, SERIES, GRADE:</b>  ASA Command Post, 1C3X1, SrA (E-4)	<b>GRADE:</b>  Maximum: SrA	<b>OPEN FOR FILL:</b>  <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> NATIONWIDE	
<b>UNIT OF ACTIVITY:</b> 140 <sup>th</sup> Wing Buckley AFB, Aurora, CO 80011		<b>TYPE OF POSITION</b>  <input checked="" type="checkbox"/> COANG <input type="checkbox"/> COARNG	
<b>MILITARY ASSIGNMENT:</b>  Same as Unit of Activity		<b>EVALUATION FACTORS USED:</b> Review of individual applications and Personal interviews.	

**AREA OF CONSIDERATION:** Limited to current members of the Colorado Air National Guard and those eligible to enlist. Must hold at minimum a 3-level in the 1C3X1 AFSC for eligibility to apply AGR.

**SELECTING SUPERVISOR:** SMSgt Steven Tollett, 140<sup>th</sup> Wing, Buckley AFB, Aurora, CO 80011, COMM 720-847-9266, DSN 847-9266.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for the above position without discrimination for any non-merit consideration such as age, race, color, sex, religion, national origin, politics, or marital status, which does not interfere with the accomplishment of job or membership in the Colorado Air National Guard.

**SPECIAL NOTE:** Currently, there is funding for this position through FY13. There are no guarantees that this position will be extended beyond FY13. If funding for this position is not extended beyond FY13, this AGR resource will drop off 30-Sep-2013. This position is tied to the Air Sovereignty Alert Mission and cannot be moved to another position within the wing. All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Program (SLRP) Military Bonus.

**APPLICATION PROCEDURES:** For non-AGR's, please submit NGB Form 34-1, Report on Individual Personnel (RIP), and a current\* and passing\* Fitness Assessment. For current COANG AGR's, please submit a DMA 121, Report on Individual Personnel (RIP), Military Resume, and a current\* and passing\* Fitness Assessment. **\*\*Please see notes below on Fitness Assessment requirements.\*\*** Please mail or return application package to: ATTN: MSgt Mays, 140FSS/FSMP, 18860 E. Breckenridge Ave, Stop #65 (Bldg 801, Rm N224), Buckley AFB, Aurora, CO 80011 not later than close of business on "Closing Date" above. A RIP downloaded from vMPF is preferred. Application must contain original or digital signature - photocopies or facsimiles will not be accepted. Due to space constraints, please DO NOT send your application in any type of binder. Applications without all required supporting documents will be returned without consideration. Qualified applicants will be contacted for interviews. If you are selected for the position, the selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. If you are not selected for the position, the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicant's qualification with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies.

**Notes:** Current\* = a fitness assessment that is NOT expired at the close of the announcement; Passing\* = a fitness score of 75 or higher. Please attach actual fitness assessment sheet from AFFMS or signed letter (with fitness score) from your unit fitness monitor.

NGB Form 34-1: [http://www.ngbpdcc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm)

DMA 121: Please email your Commander's Support Staff (CSS) to request this form (COANG AGRs ONLY)

QUESTIONS? Call (720) 847-9419, DSN 847-9419

## **AGR ELIGIBILITY REQUIREMENTS:**

To be eligible for assignment in military duty status the applicant must apply for and be qualified for a vacant position on the UMD. Qualification for the position is as follows:

1. a. Officers must meet the entry-level AFSC qualification. b. Enlisted personnel must possess a compatible AFSC. (1) SRA (E4) or below, must possess an awarded 3-level or higher skill level in any AFSC. (2) SSgt (E5) or higher must possess an awarded 5-level or higher skill level in any AFSC. (3) Supervisory positions may, at the discretion of the selecting official, require a 7-skill level in any AFSC. (4) If the applicant is overgrade he/she must be administratively reduced in grade (if enlisted). (5) All applicants must meet current fitness standards for entry into the AGR program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher on the assessment. Airmen with a DD Form 469, Duty Limiting Condition Report reflected at the time of application, are NOT medically qualified and cannot apply for AGR positions.
2. Member must have retainability to complete the tour of military duty. a. A military duty tour cannot extend beyond an enlisted applicant's ETS date. b. Officers will not be retained in military duty status past the mandatory separation date established by Title 10 USC.
3. Must not be eligible for, nor receiving, an immediate Federal annuity (military or civilian) retirement annuity. Federal retirement annuitants and personnel eligible for an immediate annuity or an annuity under Public Law 90-486 are not eligible for a military duty tour under this regulation.
4. Any individual selected for a military duty tour must, at the time of entry on military duty, have sufficient retainability to complete 20 years of active duty and be eligible to complete a minimum of 5 years of military duty status immediately prior to his/her mandatory separation date. (This can be waived.)
5. If, after consideration of all applicants for an UMD vacancy, no qualified applicant is acceptable to the selecting official, a selection may be made based on the experience and potential of those applying. The applicant selected may then be placed on a military duty tour without the required skill level but must agree in writing to obtain the skill level appropriate for his/her grade within the appropriate time frame.

**Other eligibility notes:** Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC must sign an agreement to retrain to the required AFSC.

**INTRODUCTION:** This position is located in a Air National Guard Aviation Wing, Command and Control Section (Command Post) operating Fighter aircraft (F-16) that supports North American Aerospace Defense Command (NORAD), Air Combat Command (ACC) and the Air National Guard (ANG) tasking to include homeland defense, air defense, and conventional missions. The purpose of the position is to: provide command, control, communications and information support to the commander, Survival Recovery Center (SRC), Battle Staff (BS) and Higher Headquarters (HHQ), to include NORAD, Continental U. S. North American Air Defense Command Region (CONR), Sector Operations Centers (Western, South Eastern, or North Eastern Air Defense Sectors), Major Commands (MAJCOM), and the state Adjutant General; and provide first line of defense as it relates to command and control duties and responsibilities during operational events. This position plays an integral part in mission execution involving aircraft and aircrews, as well as maintains contact with aircrews during the mission. The command post operates on a 24/7 rotating shift operation, monitoring and carrying out duties which include: overall mission status of the base and its assigned units, base wide security, initiating emergency procedures, aircrew recall, Wing Battle Staff recall and notification, and other duties critical to the conduct of the mission assigned to the wing. As the executive agent through authority granted by the Wing Commander, controllers are empowered to act independently, coordinating with the commander in order to accomplish the mission or meet the emergency response.

## **DUTIES AND RESPONSIBILITIES:**

1. Receives, authenticates, and reacts to Emergency Action Messages (EAMs) and transmits instructions to alert aircrew and support assets. Coordinates launch and execution orders as well as aircraft and personnel recalls. Coordinates launch and execution orders as well as aircraft and personnel recalls. Serves as focal points for information pertaining to the unit's aircrew, aircraft, alert facility, SRC and BS. Possess the ability to immediately and without error recall and reference a large volume of knowledge related to NORAD EAP and air sovereignty alert procedures. Maintains certification in NORAD and Air Combat Command (ACC) Emergency Action Procedures (EAP) and is tested on this knowledge periodically through a closed book test. Copies, validates, processes and relays critical, time sensitive information to appropriate personnel. Establishes priority of actions, using judgment and appropriate checklists, to resolve a variety of situations. Controls movement and status of the alert force, and coordinates alert force requirements with key base agencies such as Federal Aviation Administration (FAA) tower, Central Security Control (CSC), Maintenance Operations Center (MOC), and Fire Department and the outside off base agency of the Federal Aviation Administration (FAA) for the Air Traffic Control (ATC) tower. Serves as the focal point for all information pertaining to the status and security of all members, facilities and activities on base which may include but are not limited to: fire, power outages, attempted sabotage, security breach, accidents, death, and natural disasters. Utilizes numerous voice and record communications systems (secure and non-secure) to accomplish the mission and as the primary link between the Wing Commander, BS, SRC, and HHQ. Monitors primary crash phone system, activates and transmits emergency information on secondary crash circuits as required. Maintains certification in console operations.
2. Gathers and evaluates information regarding operational or significant events; advises the commander and /or command staff of recommended command and control actions and reporting requirements. Determines classification and precedence (level of importance) of the event(s), notifies HHQ of the significant event(s), and participates in phone conferences, which provides voice notification of reportable events(s) to all affected/involved organizations. Prepares and submits record all Operational Reports (OPREP) as a follow up to the voice notification, and submits record copies within time constraints. Evaluates and interprets situations which would require multiple reports. Maintains certification in operational reporting.
3. Controls COMSEC information, material and devices and is responsible for receipt, inventory, storage, issue, protection and destruction. Maintains overall security of the Command Post and performs entry control and escort procedures during assigned shift.

4. Reviews and updates information in HHQ databases to reflect status of local and transient aircraft and crews. Selects and submits mission movement reports in support of wing and HHQ tasking, for example Air Expeditionary Forces (AEF), cross country flights, or special operations. Data provided by the controller must be properly formatted and error free.

5. Assists in providing training to aircrew and traditional (drill status) command post personnel in support of mission requirements. Training includes initial, recurring, refresher, and remedial training; ensures that all members have a thorough knowledge of command and control concepts and procedures; and that members are thoroughly familiar and proficient with Air Combat Command and NORAD procedures, regulations and directives. This requires extensive knowledge and proficiency in all command and control responsibilities.

6. Provides support for Wing and transient aircraft as a result of mission movement outside of normal operating (flying) hours. Provides information to aircrews concerning clearances to operate aircraft, weather and field conditions, divert airfield status, and pertinent operating and procedural instructions. Responds to queries concerning overdue aircraft and notifies appropriate authorities. Conducts required communications search. Requests search and rescue support. Submits flight plans and coordinates changes through FAA voice systems to support flying (mission) operations. Controller has extensive knowledge concerning domestic and/or international flight planning. Prior to submission of flight data, controller will perform a cursory review of flight plan for compliance with appropriate directives. Provides information to aircrews concerning safety of flight issues such as Notice to Airmen (NOTAMS), airfield advisories, and weather.

7. Other duties as assigned.

For other Colorado Air National Guard Vacancies go to <http://co.ng.mil/jobs/default.aspx>